# CITY OF WESTMINSTER
## COMMUNITY DEVELOPMENT

# TEMPORARY SIGN PERMIT

### PERMIT NO._____

**BUSINESS NAME (*please print*):**_____

**BUSINESS ADDRESS:** _____

**APPLICANT:** _____**PHONE:**_____

**BUSINESS LICENSE #:**_____**EXPIRATION DATE:** _____

Title 17, Article 3, Chapter 17.330.025 of the Westminster Municipal Code requires that a Temporary Sign Permit be obtained for all banners, pennants, and flags. Temporary signs are limited to ninety (90) days per calendar year, and all permits expire on December 31.

1. Temporary Signs and Banners
   a. Limited to forty (40) square feet. For example, 10' x 4'.
   b. Constructed of lightweight fabric, plastic, vinyl or similar material.
   c. Professionally lettered and limited to simple message. For example "Grand Opening" or "Summer Sale" or the business name until a permanent sign is installed, rather than detailed messages, menus or list of services.
   d. Securely fastened at all four corners to the wall of the building. Temporary signs may not be attached to the roof, roof mounted, free-flying, attached to poles, vehicles, fences, trees, landscaping or other similar areas.
   e. All temporary signs must display a valid permit sticker, placed in the lower right corner of the sign and must be maintained in a clean and good condition.

2. Pennants
   a. Constructed of light weight plastic, fabric or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string.
   b. Attached to perimeter of building or strung between structures and parking light poles. May not be attached to landscaping, trees or areas within the public right of way.

3. Flags
   a. Flags subject to these regulations are those used as means of advertising, whether or not containing a message of any kind, which are attached to buildings, poles, or strings.

**SIGN TYPE:**          **SIGN DESCRIPTION:**
**Banner**              **WORDING:** _____
**Pennants**            _____
**Flags**               **DIMENSIONS:**_____x_____=_____SQ. FT.

**START DATE:**_____**END DATE:**_____**DAYS USED:**_____

#### PROPERTY OWNER AGREEMENT

I dispose to declare that I am the owner of record of the specified land or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and I hereby grant permission to this business to obtain a Temporary Sign Permit.

_____ _____ _____
**Property Owner Name**          **Signature**          **Date**

I have read, understand and agree to the requirements listed above:

_____ _____ _____
Applicant                      Date          Issued By